

Head Judge Disqualification Procedure

****Every time a player is disqualified from a sanctioned event, the head judge is required to submit a report. This document describes how to do it and the process that follows.****

Key Information You Will Need:

- Disqualified player's name and DCI number (ask the scorekeeper)
- Tournament sanctioning number (ask the scorekeeper or the tournament organizer)

Steps to Follow (At the event):

1. Explain to the player the infraction they committed and the reason why they are being disqualified.
2. Print a copy of the **Player Disqualification FAQ** document (1 page), and hand it to the player. Help the player understand its contents as it has most information they need.
3. Gather all relevant statements. This may include other players or judges involved.
 - 3.1. Offer the player the chance to write their statement. If they choose to write a statement, provide them with pen and paper. The player might be frustrated or angry, keep this in mind when dealing with them. **Do not force them to do anything.** If they wish to provide a statement at a later time, that is fine.
4. If the player has any additional questions, you may find the answer below.
5. Make sure the infraction and penalty is entered into WER (Wizards Event Reporter).
6. Within one week you should enter a disqualification report using the Google form linked from JudgeApps for each player who is DQ'ed. See details below.

Statements:

1. Each statement should include the person's name, DCI #, and email address.
2. All statements must be submitted in writing (either on paper or by email). Verbal statements are not acceptable. Please do NOT read the player's written statement until after you finished writing your statement. You may check the player's statement very briefly to verify that you can read the handwriting.
3. All statements must be entered as originally written. Please no reported speech. (See the Statements section about Translations).
4. You will need to determine what statements are relevant and when to get them.
 - 4.1. Disqualified players can submit their statement at a later time as described in the **Player Disqualification FAQ**.
 - 4.2. If you consider the opponent's or any other spectator's statement to be relevant, ask them to write their statement. Obtain DCI numbers and email addresses.
 - 4.3. If you consider any other judge's or staff member's statement to be relevant, you may ask them to write their statement later during the event or the next day by email.
5. If possible, statements should be written in English.
 - 5.1. If the person cannot write in English, they may write in their own language. If so:
 - 5.1.1. Please translate the statement into English before uploading it.
 - 5.1.2. If you cannot translate it, please enter as is, and someone will translate it later.
6. When typing any statement, it is best to type it using a word processor first then copy/paste it in to avoid losing the content because of a misclick.
7. Write your statement first. *To avoid influencing your own statement be sure not to look at the other statements before writing your own.*
 - 7.1. Use punctuation, spaces, and skip lines. If your statement is a huge block of text, it's very hard for us to read it. **DO NOT USE ALL CAPS.**
 - 7.2. Start your statement with when the incident happened (which round, time in the round, etc). Please be brief; it is not necessary to provide all the details about before the incident, all the cards in play, cards in hand, etc. - unless they are directly relevant to your decision to disqualify the player.

- 7.3. If you have some extra data (for example pictures), please store it online and provide a link in your statement.
- 7.4. Do include any piece of background information about the player's experience, behavior, previous DQs, reputation, etc.
- 7.5. Tell us how sure you are! It is not necessarily a problem if you DQ someone you think cheated, but it turns out that their story was believable and you might be mistaken.

Disqualification report (Google forms):

1. Go to Judgeapps <https://apps.magicjudges.org/investigations/>
2. Fill out the Google form. If reporting a DQ on behalf of someone else, please make sure they have given you all of the relevant information first.
3. After submitting a report, you will see a link that allows you to edit your submission later. Please bookmark this link in case you need it.
4. If you have additional materials (such as photos, screenshots, etc) that can't be submitted through the Google form, please e-mail them to investigations@wizards.com. Include the player's name, DCI number,
5. If you cannot access Google forms, send your report by e-mail to investigations@wizards.com instead. Use the e-mail template provided to make sure you include all the relevant information.

What Happens Next (The following 2 months)?

- All cases from the current month will be reviewed by the investigation committee in the next month. If more information is needed, players/judge/spectators will be contacted via email.
- Following a set of rules, the committee votes on whether the infraction warrants additional penalties. The outcome can be:
 - **No Action:** The committee decides that no further action is required.
 - **Warning Letter:** The disqualified player is warned not to do it again.
 - **Suspension:** The player is suspended for a period of time, ranging from a few months up to 24 months or higher.
- Results are forwarded to Wizards of the Coast.
- The following month, Wizards of the Coast processes those cases.
 - The disqualified player is notified of the resolution by email.
 - The player database is updated. While online, Wizards Event Reporter will show "suspended" status when entering a suspended player's DCI number.